Enlisted Manning Inquiry Report

Unclassified

ENLISTED MANNING INQUIRY REPORT (EMIR)

Reference: MILPERSMAN 1306-108

Used to notify the ISIC, TYCOM, MCA, and PERS-4013 of SIGNIFICANT enlisted manning concerns

PLAD: COMNAVPERSCOM MILLINGTON TN//PERS4013//

EMIR SUBMISSION REASONS

- Unplanned Loss: HUMS, Death, Immediate AVAILS, Pregnancy, LIMDU, Disqualifications, etc

- Command has member not reenlisting prior to PRD and separation intentions have not been submitted via CWAY

  - Should coincide with NAVPERS1306/7 submission to detailer so that PRD can be adjusted accordingly

- In the opinion of the Commanding Officer, the personnel shortage has a <u>significant</u> effect on unit readiness

EMIR CONSIDERATIONS

- If Current Onboard (COB) or Projected Onboard (POB9) manning falls below BA a requisition will automatically generate overnight. During the next CMS-ID cycle and, if it meets MCA priorities, it may be advertised to the Fleet

- EMIR should NOT to be used to report unplanned losses of personnel who do NOT have a significant effect on unit readiness

- Do NOT submit an EMIR until the member is a permanent loss from the activity. The loss entry will generate the requisition.

EMIR MISUSES

- Reporting personnel shortfalls that do not have a significant effect or impact on unit readiness

- Reporting personnel that are planned losses

- NEC discrepancies for members who could attend a course of instruction taught locally or may be acquired by OJT

- Submission of repetitive EMIRs for same issue

EMIR MESSAGE FORMAT

- ALFA: Rate/Closed Loop NEC of manning concern

- BRAVO: Rate or Closed Loop/Transitory NEC manning requirements from the latest manning profile

- CHARLIE: Explanation of difference from Current Onboard (COB) and Actual COB (ACOB)

- DELTA: Detailed CO’s comments

EMIR ACTION/RESPONSE

- PERS-4013 will normally respond within 10 working days

- Response will include NPC clarification of information as displayed in CMS-ID/BBD, and additional options commands may have to improve NEC manning situations, if available/applicable

- Actual assignment of a relief is subject to availability of personnel assets and MCA priorities